



KENV-TV News 10
C/O KRNH-TV
1790 Vassar St.
Reno, Nevada 89502

March 26, 2012

EEO Staff
Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, D.C. 20554

RE: February 16, 2012 notice of FCC EEO audit

EEO Staff:

As required in Paragraph 5 of your letter dated February 16, 2012, a copy of that letter and all exhibits are on the enclosed CD-R. Our additional explanation is as follows:

3 (a): Annual EEO Public File Reports covering May 22, 2009 to May 21, 2010 and May 22, 2010 to May 21, 2011 are included as **Exhibit A and Exhibit B**. The KENV website address is <http://kenvtv.com>. The link to FCC EEO file is under the "News" then the "FCC Station & Policies Reports" tab. (**See screen shots marked as Exhibit C.**)

3 (b): **See Exhibits D, E, F & G**

3 (c): **See Exhibits H & I**

3 (d): **See Exhibits J & K**. Station personnel involved in recruitment initiatives (**See Exhibits** for individual names of employees participating in recruitment activities). The station employed five or more full time employees during the 2009-2010 reporting period. However, as of November 18, 2011, staff was permanently reduced to three full time employees. The market served by the station has a population of approximately 66,434. Therefore, the station is required to complete 2 initiatives in a two-year period.

3 (e): There were no complaints filed during the reporting years.

3 (f): The hiring Manager sends to Corporate Human Resources (located in Las Vegas, Nevada) the Notice of Position Availability (NOPA) (**See Exhibit L**) for each job opening. The NOPA is faxed or emailed to the State of Nevada Unemployment Office (aka JobConnect) and posted with Broadcast Compliance Services (BCS). In addition, to BCS, to ensure broad outreach, Corporate Human Resources posts open positions with job boards, job websites (TVJobs.com, JobSpider.com, LostRemote.com, KENV website, etc.), education institutions, local papers, (depending on the position), and internal bulletin boards at all stations within the company. All applications received are sent to Human Resources where the application is logged in and

forwarded to the hiring manager at the station. Corporate Human Resources monitors hiring procedures of personnel at the station to ensure compliance. Included in the paperwork sent to Human Resources are the completed Hire Authorization (**See Exhibit M**) and the completed Interviewer's Report (**See Exhibit N**). Any issues are discussed with the station's Manager.

Employees are informed of the company's EEO policies and procedures during an orientation on the first day of employment. An Equal Employment Opportunity & Non-discrimination statement is also found on page 6 of the employee handbook (**Exhibit O**). All job postings state our EEO policy which is also stated on the first page of the employment application (**Exhibit P**).

3 (g): Prior to the start date of each new employee, hiring managers must submit paperwork to Human Resources for review. Among the paperwork included are the Hire Authorization (**Exhibit M**) and Interviewer's Report (**Exhibit N**). These forms are used by Human Resources to analyze the hiring process for each position.

In addition, at the end of each EEO reporting period, the station performs and drafts a "Self-Assessment on FCC EEOC Annual Report". Copies of the Self-Assessments for the reporting periods requested are included as **Exhibit Q and Exhibit R**. The self-assessments are placed with the EEO Report in the station's public file.

3 (h): Benefits are uniform throughout the company and are reviewed on a yearly basis by corporate. Benefits reviewed include plan options, claims, costs of insurance, usage, needs of employees, and out-of-pocket expenses. Prior to posting a position, station ensures salary amount is in accordance with previous and current employee salary levels. In addition to open positions being posted on a broad outreach level, they are posted internally for the possibility of an internal promotion. There are no unions representing employees at the station.

3 (i): Not Applicable.

4. We are not a time brokerage unit.

I hereby certify that I have reviewed the information provided herein and certify that it is accurate and complete to the best of my knowledge.

Signed,

Mary Beth Sewald
Mary Beth Sewald
General Manager
KENV-TV
Elko, Nevada

3/26/12
Date

Enclosure: CD-R